

ATTACHMENT 5

Utility Tariff Filing Requirements

Chapter 120 of the Commission's Rules contains complete filing requirements of utility schedule of rates and terms and conditions ("tariffs") as they apply to form, content, and organization. You should familiarize yourself with that Rule. In brief, Chapter 120 requires that filings:

- Consist of a minimum of an original and six (6) copies, or 13 copies for a major utility [revenues over \$5,000,000 in the 12 months preceding the rate case].

- Include a cover letter that states the purpose of the filing, the pages and revision numbers of the proposed revised tariffs, and the anticipated revenue impact. If requesting effect on "less than statutory notice" of 30 days, provide "good cause" for a waiver of the 30-day statutory notice.

[Check pending filings to ensure that new filing revisions are submitted in sequence. Changes to a pending docket are indicated as such by a "Draft" notation in the upper right-hand corner, under the revision number.]

- Include an updated table of contents/index with rate schedule revisions of five or more pages.

- Include **signed** rate schedule sheets.

- Of each rate schedule sheet have **1-inch top and bottom and left and right margins** and allow space:

- in the upper left-hand corner for the utility's name;
- in the upper right-hand corner for the page number and revision number underneath;
- in the lower left-hand corner for the proposed effective date and PUC documentation;
- in the lower right-hand corner for the signature and title of the authorized utility representative.

- Include the appropriate letter symbol in the **right-hand margin** opposite each line where any change or revision is proposed, to indicate the nature of that change.

Standard Change Symbols:

C	- Change	N	- New Rate or Term of Condition
D	- Discontinued	R	- Reduced Rate
I	- Increase in Rate	T	- Text Change involving no rate or condition
M	- Moved Text involving no change		
	[In a footnote indicate the page number from which/to which the text is moved]		

- Include with the rate schedule filing/revision any FCC rate schedule sheets that are incorporated by reference in that particular filing/revision. (Only those FCC rate schedule sheets specifically incorporated into a utility's Maine schedules should be filed with the Commission.)

(COMPANY NAME)

PAGE _____
("ORIGINAL" or # REVISION)
(# DRAFT)

C

C

-I-

T

T

M*

M

* M -Text moved from/to page _____

PROPOSED EFFECTIVE DATE: _____

SIGNATURE _____
(TITLE)

EFFECTIVE DATE: _____
(PUC use)